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26 January 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of 25 January 1965

1. A meeting was called by the undersigned on 25 January 1965 to welcome [REDACTED] of the Clandestine Services, to the CIA Historical Staff.

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BACKGROUND

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2. I reviewed, with them and with [REDACTED] and [REDACTED] (the latter on part-time detail from the FI staff), the early phases of planning for the CS historical effort, and set out a course of action for each. They were given copies of background memoranda and the Memorandum for the DD/P of 30 November 1964 concerning the establishment of the CS Historical Board. (The [REDACTED] establishing this Board was distributed throughout DDP in the third week of January 1965.) The CS part of the overall Agency historical program and the means by which we might best pursue our responsibilities within the purview of the Agency Historical Staff were discussed.

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3. All members of the CS group of the Historical Staff (HS/CSG) have been asked to acquaint themselves with the previous historical efforts of the Agency and the prior OSS history. They have also been encouraged to deliberately build into their own knowledges and experience basic concepts of historical writing and methods of locating, approaching and using the identified sources of information. This is to be reflected in the guidance given individuals responsible for drafting parts of the CS history.

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4. [REDACTED] reviewed her experiences of the past two and one-half months on documentation concerning the early development of OPC. Many of her comments related to the Executive Registry, where each of us will be working from time to time, and her considerations of subject analysis and indexing.

5. Our record systems should be developed in such a fashion that CS officers participating in this program will not have to concern themselves with excessive scanning of

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irrelevant pools of information. They should be able to use our reference leads in acquiring individual pertinent documents. The various retired and active individual files and collections of documents used thus far by [REDACTED] [REDACTED] and myself were discussed in some detail as to their content, gaps and shortcomings.

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6. A large number of papers already written or being prepared within the Clandestine Services will quite naturally lend themselves to inclusion in the Index of CS History, i.e., the Annual Assessments of the Operational Program based upon the Related Missions Directives, [REDACTED] reports, Operational Highlights papers, Country Programs, Briefing Books, annual budget submissions, policy papers. It will be necessary to develop a procedure for retaining and systematically maintaining such documents, probably at division and senior staff level. Also, in the early stages of our activities, we must establish a program for halting the destruction of other selected documents which are of permanent historical value. These will include papers stipulating policies, action decisions, directives, interdepartmental agreements, high-level operational briefings, and related high-level management papers.

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#### RESPONSIBILITIES OF THE HS/CSG

7. The primary task of the HS/CSG will be source location and document analysis. The secondary task will be the development of various historical reference tools, which in part will be unique to the Clandestine Services. A third HS/CSG responsibility will be to advise participants in the CS historical program. We must be able to explain to them the purpose behind the CS effort, to show them the relationships between their own work and the total history, to pass to them appropriate references and leads to "source centers," to outline for them the factors to be included in any CS historical paper, to assure them on the assistance available in the Historical Staff other than the above (i.e., reviewing papers before final typing), and to advise them on integrating such papers into the Index of CS History.

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8. The undersigned will supervise and coordinate the above efforts, inject the guidance and assistance of the CS Historical Board into the work of the HS/CSG, and integrate the CS historical program with overall Agency historical planning. Second, in managing this program, he will maintain contact with officers at work on historical papers and when appropriate will review with division and staff chiefs, and other senior CS officers, the progress being made in

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their separate areas and the assistance which will be required of them. These consultations will reflect advancements made by the HS/CSG, determinations of the Historical Board, and plans, priorities and projections of the CS historical program. Third, the undersigned will serve as Executive Secretary of the CS Historical Board and will submit proposals for consideration by the Board.

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9. [REDACTED] first, will ensure that all sources of CS documentation are located and their contents reviewed to the end that CS material of historical value is brought into historical focus. (Material reviewed which appears to have little or no continuing value may be brought to the attention of the appropriate Records Management Officer.) The purpose shall, therefore, be to "winnow the wheat from the chaff" in the retired files and to appropriately locate and then record (by actual copy and/or reference) each item of historical value. Also, [REDACTED] will ensure that such material which is being held in active or semi-active state will be similarly recorded in the reference records. Thus, documents which have historical value will be identified and incorporated in the Index of CS History. Second, [REDACTED] is responsible for preparing necessary guidance papers and procedural handbooks. These papers will include the necessary statements of purpose and procedure, subject matter, form and method, appropriate referencing techniques, and debriefing plans. His third task, and related to this effort, will be the development of necessary instructions regarding the handling of sensitive material which is to become part of the Index of CS History, including the use of cryptonyms, pseudonyms and other precautionary techniques.

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10. [REDACTED] has been asked to develop an indicator to be placed on items of historical value. Preferably a stamp for marking the top page would be used; it should indicate that the item is "HISTORICAL INFORMATION" or "HISTORICAL MATERIAL." This would permit issuance of a later instruction giving the necessary procedures of control and review prior to destruction of an item so marked.

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11. The HS/CSG will receive priorities, names of recommended draftsmen, and action papers from the CS Historical Board. [REDACTED], first, will maintain the listing of priorities. Second, she will control the index of personnel considered and recommended for use in the writing of segments of the CS history; progress will be carefully followed and

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25X1A status reports made on these recommendations for the Board.  
Third, [REDACTED] will establish and maintain the Index  
of CS History, including the status of each element.  
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12. To strengthen the archival records of CS historical documents, we must establish the required indices including appropriate notations of essential documents. [REDACTED] first, is the focal point for this part of the HS/CSG effort, to include development of card formats and index procedures. Second, she will establish and maintain the file of individuals who have drafted or are otherwise reflected in documents under review. Third, an appropriate posting system of organizational chronology of the Clandestine Services, including atypical staff units, committees, and boards, will be maintained by [REDACTED]

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25X1A [REDACTED]

SUMMARY

13. The HS/CSG will provide the mechanism for carrying out the CS historical program and for steering the efforts being made within the Clandestine Services under the priorities established by the CS Historical Board. This carries with it the responsibility for putting retired and in-use documents of historical value into appropriate archival order, taking any additional steps--if required--to halt destruction of essential DDP records of historical importance, and applying the findings, opinions and guidance of the CS Historical Board to the program. In order to apply to the maximum the expertise developed by each of the HS/CSG officers, we will work as a well-knit team each freely consulting with the others and contributing to the fulfillment of the prescribed jobs. As indicated earlier, in order to enhance their productive efforts, the CS members of the Historical Staff have been enjoined by me to make the fullest utilization of the historical and editorial know-how of the other Historical Staff members, to develop effective teamwork and to integrate our efforts wherever beneficial and feasible.

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25X1A [REDACTED]

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## References:

CIA Notice [REDACTED] 5 November 1963  
Memo for Chief, Historical Staff from [REDACTED] 14 May 64  
25X1A Memo for Chief, Historical Staff from [REDACTED] 21 May 64  
Memo for the Record by [REDACTED] 13 Oct 64  
25X1A Memo for the Record by [REDACTED] 14 Oct 64  
Memo for Chief, Historical Staff from [REDACTED] 13 Oct 64  
25X1A Memo for DD/P from [REDACTED] 30 Nov 64

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